

**Liberty Township Board of Supervisors, Adams County, PA**  
**39 Topper Road, Fairfield, PA 17320**  
**December 6, 2022, Board of Supervisors Meeting Minutes**

The Board of Supervisors of Liberty Township, Adams County met Tuesday, December 6, 2022, at 6 PM at the Township Municipal Building located at 39 Topper Road, Fairfield, PA 17320. The meeting was streamed live on Liberty Township's YouTube Channel.

**Present:** Chairman Walter Barlow, Vice Chairman Robert Keilholtz, Supervisor Brandon Lowe, Solicitor John Lisko, Chief Sherri Hansen, and Secretary/Treasurer Wendy Peck.

**Public Comments:** None.

**Supervisor Comments:**

- **Mr. Lowe** had no comments.
- **Mr. Keilholtz** wished everyone a Merry Christmas and a safe and happy holiday season. He promoted sending Christmas cards to soldiers through the Walter Reed National Military Medical Center Annual Holidays for Heroes program.
- **Mr. Barlow** wished everyone a Merry Christmas and hoped that they had a nice Thanksgiving.

**Minutes:** Chairman Barlow stated that the Board had not had time to review the November 1 meeting minutes and the review was tabled until January. **Mr. Keilholtz moved to accept the minutes of the November 10 Budget meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**

**Treasurer's Report:**

**LIBERTY TOWNSHIP, ADAMS COUNTY - TREASURER'S REPORT -As of November 30, 2022**  
**Presented at Dec 6, 2022 BOS Meeting**

ACNBGenOper		\$106,348.44	PLGIT - Liquid Fuels	\$34,988.54
PLGIT GenRes		\$410,009.62	ACNB - Escrow	\$9,694.13
PLGIT CapRes		\$130,366.49	ACNB - ARP Funds	\$123,615.70
		<b>\$646,724.55</b>		

Type	Date	Num	Name	Memo	PD AMT	Balance
<b>01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>						<b>97,941.34</b>
Deposit	10/31/2022			Interest	8.95	97,950.29
Deposit	11/03/2022			Deposit	3,010.16	100,960.45
Check	11/03/2022	ACH	BMO-PLGIT Card	PLGIT CREDIT ACCOUNT	-373.81	100,586.64
Deposit	11/07/2022			Deposit	575.27	101,161.91
Paycheck	11/10/2022	12801	Barlow {BOS}, Walter		-87.78	101,074.13
Paycheck	11/10/2022	12802	Keilholtz, Jr. {BOS}, Robert		-87.78	100,986.35
Paycheck	11/10/2022	12803	Lowe {BOS}, Brandon C.		-87.78	100,898.57
Paycheck	11/10/2022	ACH	Ammerman, Cory M.		-114.78	100,783.79
Paycheck	11/10/2022	12804	Barlow, Walter M		-752.95	100,030.84
Paycheck	11/10/2022	ACH	Hansen, Sherri		-215.58	99,815.26
Paycheck	11/10/2022	ACH	Ilko {Tax Collector}, Jessica L.		-46.76	99,768.50
Paycheck	11/10/2022	12805	Keilholtz, Jr., Robert E.		-101.31	99,667.19
Paycheck	11/10/2022	12806	Pecher, Bruce E.		-252.93	99,414.26
Paycheck	11/10/2022	ACH	Peck, Wendy J.		-1,118.14	98,296.12
Paycheck	11/10/2022	ACH	Roosen, Christopher M.		-1,582.15	96,713.97
Paycheck	11/10/2022	ACH	Ross, Scott		-621.07	96,092.90
Paycheck	11/10/2022	ACH	Weikert, Brian		-147.03	95,945.87
Deposit	11/10/2022			Deposit	11.00	95,956.87
Check	11/10/2022	ACH	ACNB	Payroll - DirDepService Charge	-29.30	95,927.57
LiabCheck	11/14/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,358.04	94,569.53
LiabCheck	11/14/2022	ACH	PA Dept. of Rev	1641 9699	-199.91	94,369.62
Check	11/14/2022	ACH	Intuit QuickBooks	Monthly fee for payroll service	-75.00	94,294.62
Deposit	11/16/2022			Deposit	6,181.02	100,475.64
Deposit	11/17/2022			Deposit	3,528.01	104,003.65

Deposit	11/21/2022			Deposit	23,878.98	127,882.63
Check	11/22/2022	12810	LEAF	100-4990181-001	-78.00	127,804.63
Check	11/22/2022	12811	New Enterprise Stone	Invoice 2472300	-8,566.54	119,238.09
Check	11/22/2022	12812	Verizon Wireless	Acct 621280772-00001	-369.46	118,868.63
Check	11/22/2022	12813	West Penn Power	100090757368	-160.60	118,708.03
Check	11/22/2022	12814	Comcast-Phone	901156234	-189.94	118,518.09
Check	11/22/2022	12815	Total Tech Solutions LLC	Invoice 8765	-450.00	118,068.09
Check	11/22/2022	12816	Corrie L. Ondrizek	Public Hearing Sep 28, 2022	-325.50	117,742.59
Check	11/22/2022	12817	AmTrust North America	2022 Audit-Adjust Amount Due	-1,080.00	116,662.59
Check	11/22/2022	12818	Gettysburg Times	Cust 159232	-283.78	116,378.81
Check	11/22/2022	12819	H. A. Thomson Co	Treasurer Bond-Peck	-1,125.00	115,253.81
Check	11/22/2022	12820	Comcast Cable	8993110110006912	-154.61	115,099.20
Check	11/22/2022	12821	Aero Energy	Cust 59990	-739.39	114,359.81
Check	11/22/2022	12822	Harold Eastman	70396674	-3,667.00	110,692.81
Paycheck	11/23/2022	ACH	Ammerman, Cory M.		-172.55	110,520.26
Paycheck	11/23/2022	12807	Barlow, Walter M		-912.16	109,608.10
Paycheck	11/23/2022	ACH	Beckett, Hannah		-119.01	109,489.09
Paycheck	11/23/2022	ACH	Hansen, Sherri		-239.52	109,249.57
Paycheck	11/23/2022	ACH	Ilko {Tax Collector}, Jessica L.		-38.88	109,210.69
Paycheck	11/23/2022	ACH	Ilko, Jessica		-54.15	109,156.54
Paycheck	11/23/2022	12808	Keilholtz, Jr., Robert E.		-163.79	108,992.75
Paycheck	11/23/2022	12809	Pecher, Bruce E.		-190.91	108,801.84
Paycheck	11/23/2022	ACH	Peck, Wendy J.		-1,118.14	107,683.70
Paycheck	11/23/2022	ACH	Roosen, Christopher M.		-1,938.72	105,744.98
Paycheck	11/23/2022	ACH	Ross, Scott		-601.65	105,143.33
Paycheck	11/23/2022	ACH	Ruppert {Planning Com}, Barbara L.		-43.79	105,099.54
LiabCheck	11/30/2022	ACH	US Treasury Dept/IRS	23-2110946	-1,554.04	103,545.50
Deposit	11/30/2022			Deposit	2,802.94	106,348.44
<b>Total 01.100 · GEN OPER &amp; PAYROLL - ACNB (Checking Account)</b>					<b>8,407.10</b>	<b>106,348.44</b>
<b>100.00 · PLIGT State</b>						<b>34,904.28</b>
Deposit	10/31/2022			Interest	84.26	34,988.54
<b>Total 100.00 · PLIGT State</b>					<b>84.26</b>	<b>34,988.54</b>
<b>10.100 · Liberty Township Escrow</b>						<b>9,694.13</b>
<b>No Activity</b>					0.00	9,694.13
<b>Total 10.100 · Liberty Township Escrow</b>					<b>0.00</b>	<b>9,694.13</b>
<b>95.100 · PLGIT Gen Reserve Fund</b>						<b>408,930.41</b>
Deposit	11/01/2022			Interest	1,079.21	410,009.62
<b>Total 95.100 · PLGIT Gen Reserve Fund</b>					<b>1,079.21</b>	<b>410,009.62</b>
<b>30.101 · PLIGIT Capital Reserve Fund</b>						<b>130,018.74</b>
Deposit	11/01/2022			Interest	347.75	130,366.49
<b>Total 30.101 · PLIGIT Capital Reserve Fund</b>					<b>347.75</b>	<b>130,366.49</b>
<b>ACNB ARP FUND</b>						<b>123,605.20</b>
Adjust	10/31/2022			<i>Previous interest error adjust</i>	-16.14	-16.14
Deposit	10/31/2022			Interest	10.50	123,615.70
<b>Total ARP Fund</b>					<b>-5.64</b>	<b>123,615.70</b>

\*Interest not available at time of report.

**Mr. Lowe moved for acceptance of the November Treasurer's report. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Expenses/Payroll:** *Mr. Keilholtz moved for retroactive approval of the 11/01/22 - 12/06/2022 expenses. Mr. Lowe seconded the motion. All voted yes, and the motion passed. Mr. Lowe moved for retroactive approval of the 10/23/22-11/04/2022 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 11/04/22-11/26/2022 payroll. Mr. Barlow seconded the motion. All voted yes, and the motion passed. Mr. Keilholtz moved for retroactive approval of the 11/27/22-12/03/2022 payroll. Mr. Lowe seconded the motion. All voted yes, and the motion passed.*

**Police Department Report** – Chief Hansen reported on the Police Department activity for November which included working 276 hours in Liberty Township, driving 2,457 miles, and using 193.8 gallons of gasoline. Other activities included: 10 911 incidents; 33 traffic citations, 5 faulty equipment, 4 warnings, 1 misdemeanor and 1 felony arrest, 0 non-traffic and 6 PSP calls. Service to Freedom Township included working 25 hours with 1 911 Incident, 10 Warnings, and 5 Traffic Citations. Service to Highland Township included working 25 hours with 3 911 Incidents, 2 Warnings, and 5 Traffic Citations. The Chief went on to report that Blue Ridge Sportsman's Association recently generously donated \$5,000 to the Police Department and the department is continuing to look for other grants to help our department. Chief Hansen met with the Department of Community and Economic Development for an assessment of the Police Department. They reviewed the policies and procedures, as well as the Police Department as a whole. Positive feedback was given, and a more formal assessment is expected soon. Body cam videos over 60 days old have been purged in accordance with the police policy manual. Chairman Barlow presented Chief Sherri Hansen with a recognition award for her accomplishment as First Female Police Chief in Adams County and for her service with the township.

**Zoning Officer's Report** – Mr. Barlow reported that two land use permits were issued in November bringing in \$200 in fees.

**Roadmaster Report** – Mr. Barlow reported that in the month of November, the road department used 48.9 gallons of gasoline, 33.5 of diesel, 51 gallons of off-road diesel, and drove 724 miles. Repeated trash dumping in the creek is a current problem on Wenschhof Road. The Ford F550 was serviced, and the hydraulics were replaced on the back of the spinner. The salt spreader and plow were installed on the Ford F550 and the Int'l 4900 yellow dump truck. Snow chains were put on the Int'l 4900 to assist on steep roads. Deliveries of 100 tons of antiskid, 45 tons of salt, and 1.5 tons of magnesium chloride were received. Trees have been coming down on township roads due to high winds. Multiple stop signs that were knocked down had to be reinstalled. Batteries were replaced in the backhoe and other equipment. He reported that he met with sales representatives to discuss prices for upgrading our current equipment and researched prices for used equipment through Muncibid. Gutter repairs were completed. Hanover Door was called in to address issues with the overhead doors going up and down the track, so they temporarily fixed the track. **Mr. Barlow made a motion to accept a bid from Hanover Door for a price of \$1555.92 to repair the four doors in the main bay.** Mr. Keilholtz asked if the proposal included repairing the big door. Mr. Barlow responded that it did not, but a separate quote for that door will be obtained. **Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

**Planning Commission Report:** Mr. Barlow reported that the Planning Commission did not meet in November.

**Secretary/Treasurer:** None.

#### **Old Business:**

- Chief Hansen presented price quotes and recommendation for the PCCD grant police vehicle purchase. **After considerable discussion, Mr. Barlow made a motion to accept the quote from New Holland Auto for \$38,182 which presented the most options and availability at a reasonable cost. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the Adams County Conservation District Updated MOU. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow asked the Board if they had considered the ARP Funds request from Hoffman Homes for Youth. A lengthy discussion of proposed donations for Hoffman Homes for Youth, Adams County Office of Aging, and the area fire departments took place. It was noted that the Adams County Commissioners recently donated approximately \$10,000 of ARP Funds to Liberty Township. The Board reviewed the percentage of calls by Fire Department to determine donation amounts. After careful consideration, **Mr. Barlow made a motion to donate \$6,005.92 to Fairfield Fire Department, \$10,796.33 to the Vigilant Hose/Emmitsburg Fire Department, and \$2,278.11 to Fountaindale Fire Department from the ARP Funds. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.** Mr. Barlow recommended using \$10,000 from the ARP Funds to donate \$5,000 to Hoffman Homes for Youth and \$5,000 to the Adams County Office of Aging. **Mr. Lowe made a motion to donate \$5,000 to Hoffman Homes for Youth and \$5,000 to the Adams County Office of Aging from the ARP Funds. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**

#### **New Business Public Comments:**

**Mr. Keilholtz** took the opportunity to propose that Chairman Barlow, as Roadmaster, take on the additional position of Building Maintenance Supervisor. After significant discussion, including if this would require a separate pay scale to be set by the Auditors, Mr. Barlow suggested that the topic be covered at the January Organization meeting when annual appointments were set.

#### **New Business:**

- **Mr. Keilholtz made a motion to adopt the 2023 Budget as advertised with the General Operating Fund at \$559,185; Liquid Fuels/State Fund at \$372,200; General Reserve Fund at \$411,000; and the Capital Reserve Fund at \$138,500. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**



- **Consider Distribution of a 2022 Donation to the Area Fire Departments** – The Chairman noted that this item was covered under Old Business.
- **Mr. Barlow made a motion to distribute the 2022 budgeted donation of \$300 to the SPCA. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- Mr. Barlow announced that the PA Department of Community & Economic Development was requesting responses for the Municipal Broadband Survey and encouraged everyone to participate.
- **Mr. Barlow made a motion to accept the proposed three-year Joint Municipal Agreement for Police Services Highland-Liberty for the years 2023-2025.** Mr. Keilholtz expressed some concerns about locking in prices with the current economic climate. After much discussion with the Police Chief and Supervisors, **Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- It was confirmed that the time has expired for action on the June 1, 2022 request to add lands of Yvonne C Harbaugh, 130 Orchard Road, Tax Parcel No. 25D18-0027---000 to the Liberty Township Agricultural Security Area. **Mr. Keilholtz made a motion to adopt a resolution adopting Tax Parcel No. 25D18-0027---000 To The Township Agricultural Security Area. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to grant the Waiver of Plan Submission for a Charnita Lot Consolidation– Stem- 75 & 85 Airedale Tr (25QQ0-0008---000/25QQ0-0009---000). Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Keilholtz made a motion to conditionally approve the Charnita Lot Consolidation Plans – Stem-75 & 85 Airedale Tr (25QQ0-0008---000/25QQ0-0009---000) on the condition that Adams County Office of Planning and Development sign off on the plans. Mr. Barlow seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to adopt a Resolution to Modify Social Security Program 218 Agreement to Include Full-Time Police Officers. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- It was noted that due to the recent price increase for the payroll service, it would be more cost effective to purchase the full package subscription and not purchase the payroll service separately. **Mr. Barlow made a motion to purchase the full Enterprise version subscription for Intuit QuickBooks at \$1740 per year. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the Proposed RJ Hall Pension Plan Administrator Annual Price Increase from \$2,500 to \$3,500. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the Proposed Police Pension 3% COLA Adjustment for eligible retirees of the Township Police Pension Plan effective January 1, 2023. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Lowe made a motion to adopt the amendments to the Policies And Procedures Manual which include adding an additional week of paid time off after five years of employment, reorganizing holidays, removing superfluous text, and correcting administrative errors with the changes effective January 1, 2023. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the resignation of Elected Auditor Sue Hek effective immediately. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to appoint former Township Supervisor and Auditor Bob Jackson to the position of Elected Auditor effective immediately with the term running until the next municipal election. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to accept the resignation of Part-Time Police Officer Craig Hartley. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to hire Officer Chris Roosen to Full-Time Police Officer with a promotion to Sergeant, a new hourly wage of \$24, for 40 hours per week regular hours and up to 10 hours per week of overtime with full-time employee benefits as listed in the Policy Manual effective January 1, 2023. Mr. Lowe seconded the motion. All voted yes, and the motion passed.**
- **Mr. Barlow made a motion to Advertise 2023 Meetings including the Annual Organization meeting on Tuesday, January 3, 2023 at 6 PM, with the regular January monthly Board of Supervisors meeting immediately following; the Annual Auditors Organization meeting on Wednesday, January 4, at 6 PM; the Board of Supervisors Monthly Meetings for 2023 will be held on the first Tuesday of each month at 6 PM; and the Planning Commission meetings will be held as needed on the third Tuesday of each month at 7:30 PM. Mr. Keilholtz seconded the motion. All voted yes, and the motion passed.**

At 7:09 PM the Board paused the meeting to go in to Executive Session to discuss a legal matter and to discuss personnel matters.  
 At 7:30 PM the ended the Executive Session and resumed the public meeting.

With no further business, at 7:30 PM Mr. Barlow made a motion to adjourn the meeting. Mr. Lowe seconded the motion. All voted yes, and the motion passed. The next meeting of the Board of Supervisors is scheduled for Tuesday, January 3, 2023, at 6 PM at the Township Municipal Building.

Respectfully submitted,



Wendy Peck, Secretary/Treasurer